



ACQUISITION AND
TECHNOLOGY

THE UNDER SECRETARY OF DEFENSE
3010 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-3010



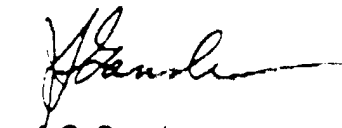
NOV 12 1997

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
ATTENTION: SERVICE ACQUISITION EXECUTIVES

SUBJECT: Streamlined Requests for Proposals

Several of our reforms have focused on permitting contractors to satisfy performance rather than detailed requirements, on reducing requirements for voluminous cost data to support proposals, and on generally reducing the volume of requests for proposals (RFPs). You have all worked hard to streamline RFPs in many instances and your initiatives have resulted in shorter source selections and cost savings. However, I continue to hear some industry concerns that not all of our RFPs are streamlined or that responding to some of them requires excessive amounts of proposal data.

I would like a plan from each of you to provide that all the RFPs we issue will comply with the tenets of streamlining. As a minimum, the program manager and contracting officer should review each RFP before issuance to ensure it is as concise as possible while stating our needs. Your plans should consider education of RFP preparers, issuance of draft RFPs for comment when time permits, eliminating lengthy work statements when there is a specification, spot reviewing selected RFPs for compliance at higher levels, and industry feedback mechanisms. I would also like you to address in this document your practices or plans for a simplified competitive process for multiple award task order contracts, including the solicitation of streamlined proposals. I am certain we can eliminate unnecessarily long, cumbersome RFPs on all our contracts if we devote our energies to it. Such efforts will pay off in cost savings, improved relations with contractors, and an increase in the companies competing for DoD business.


J. S. Gansler